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| C:\Users\rnaveed\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\8RXOBJ5Q\unicef.gif | **UNITED NATIONS CHILDREN’S FUND**  **(GENERIC) JOB PROFILE** |

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| **I. Post Information** | |
| **POST#: 103116**  Job Title: **Project Officer-WASH**  Supervisor Title/ Level: **Chief WASH**, P4  Organizational Unit: **Programme**  Post Location: **Suva, Fiji** | Job Level: **No-1**  Job Profile No.:  CCOG Code:  Functional Code:  Job Classification Level: (For non GJP) |

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| II. Organizational Context and Purpose for the job |
| The fundamental mission of UNICEF is to promote the rights of every child, everywhere, in everything the Organization does — in programmes, in advocacy and in operations. The equity strategy, emphasizing the most disadvantaged and excluded children and families, translates this commitment to children’s rights into action. For UNICEF, equity means that all children have an opportunity to survive, develop and reach their full potential, without discrimination, bias or favoritism. To the degree that any child has an unequal chance in life — in its social, political, economic, civic and cultural dimensions — her or his rights are violated. There is growing evidence that investing in the health, education and protection of a society’s most disadvantaged citizens — addressing inequity — not only will give more children the opportunity to fulfill their potential but also will lead to sustained growth and stability of countries. This is why the focus on equity is so vital. It accelerates progress towards realizing the human rights of all children, which is the universal mandate of UNICEF, as outlined by the Convention on the Rights of the Child, while also supporting the equitable development of nations.  **Job organizational context:**  The Project Officer-WASH reports to the Chief WASH at the UNICEF Office for Pacific Island Countries.  **Purpose of the job:**  The Project Officer-WASH provides professional technical contribution and support to WASH programme/project design, planning, administration, monitoring and evaluation. Ensure relevant project data is collected, analyzed and shared including projects funds and supplies monitoring. |

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| III. Key function, accountabilities and related duties/tasks |
| 1.  Ensure the availability of accurate, complete and up-to-date information required for budget and invoice monitoring and effective utilization. Draft sound WASH programme budgets for review by the supervisor including steps to enhance emergency preparedness and response.    2.  Enhance programme efficiency and effectiveness through and implementation follow-on, including monitoring UNICEF resources, flow of WASH emergency supplies.  3.  Analyse collected data and information and prepare financial progress reports; draft changes in WASH project work plans and assist in identification of required supplies and equipment (for both development and emergency orientated activities).    4.  Ensure the appropriateness of financial, administrative and supply documentation; verify that WASH programme expenditures are within allotments and that data is consistent with the programme information and database. Follow-up on queries or initiate corrective action on discrepancies in coordination with operations staff to resolve day-to-day issues or discrepancies in financial or supply management.  5.  Support with Monitoring & Evaluation through field monitoring visits.  6.  Conduct orientation and compile training materials on complying with UNICEF invoice and payment processes for contracted partners.  7. Assist in ensuring field offices meet deadline on prepositioning and distribution supplies and orders. |

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| IV. Impact of Results |
| Limited technical decisions on project implementation which will impact on project efficiency and delivery. Makes recommendations on project implementation, alternative approaches, and optimal utilization of UNICEF resources. Errors in reporting project status, progress and financial monitoring would lead to project ineffectiveness, loss of time, and resources. |

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| V. Competencies and level of proficiency required (based on UNICEF Professional Competency Profiles) | |
| Core Values   * Commitment * Diversity and inclusion * Integrity   Core competencies   * Communication (II) * Working with people (II) * Drive for results (II) | Functional Competencies:   * Formulating strategies and concepts (I) * Analyzing (II) * Applying technical expertise (II) * Learning and researching (II) * Planning and organizing (II) |

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| **VI. Recruitment Qualifications** | |
| Education: | \*Advanced University degree in Office/Project Management, Business Administration, Finance and/or Accounting.  Any other social development advanced degree with project management experience can also be considered.  Public Financing or a field relevant to international WASH related development assistance is an asset.  Additional training/certificate in general project management is an asset.  \*(First university degree with 3 years of financial project management experience can exceptionally be considered by the organization). |
| Experience: | Two years of professional work experience in the above mentioned fields in the humanitarian field.  Previous UN or other international development organization, private sector or national government is an asset.  Background/familiarity with emergency preparedness and response financing is considered an asset. |
| Language Requirements: | Oral and written proficiency in English is required. Knowledge of another official UN language or a local language is an asset. |

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| **VII. Technical requirements** | |
| Government development & budgeting plans and policies.  Knowledge of local conditions and country legislation relevant to UNICEF programmes. | Basic to expert knowledge of all components |
| Financial analysis, cost benefit analysis, reporting.  Computer skills, including internet navigation, and various office applications.  Background/familiarity with Emergency (preparedness and response). | In-depth knowledge of these components |
| Knowledge of global human rights and gender issues, specifically relating to children and women, and the current UNICEF position and approaches.  UNICEF financial, supply and administrative rules and regulations.  Rights-based and results-based approach and programming in UNICEF.  UNICEF programme policy, procedures and guidelines in the Manual.  Gender equality and diversity awareness. | In-depth knowledge of concept and UNICEF role |
| UN policies and strategy to address international humanitarian issues and the responses including the IASC cluster approach.  UN common approaches to programmatic issues and UNICEF positions.  UN security operations and guidelines | In-depth knowledge of concept and United Nations systems |

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| **VIII. Signatures- Job Description Certification** |
| Name: **Marc Overmars** Signature Date: |
| Title: **WASH Specialist**  Name: **Sheldon Yett** Signature Date: |
| Title: **Representative** |